



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

M E M O R A N D U M

To: Special Education Directors
Charter School Administrators
Secure Care Facility Administrators


From: Colette Chapman
Deputy Associate Superintendent
Exceptional Student Services

Peggy Staples
Data Management Specialist
Exceptional Student Services

Date: August 14, 2007

Re: 12/01/06 Federal Special Education Child Count Verification

Verification of your **December 1, 2006** federal special education child count will be done via an automated process using a web-based application available to PEAs. This web-based application is accessible through ADE's Common Logon System. The Common Logon page can be accessed by either going to the ADE website at: www.ade.az.gov and clicking on the Common Logon link or directly at www.ade.az.gov/commonlogon/. From this online application entitled ESS Census Verification, you will be able to access your SPED07 report for FY 2007 and verification letter. A hard copy of the verification letter, with signature from the special education director, business manager or superintendent/charter school director must be submitted to ADE/ESS by all PEAs. **Failure to do so may result in an interruption of your federal funds.**

This process will commence on September 1, 2007 and the instructions on how to complete this verification process (including 915 requests if applicable) will be available on the home page of the application. The System Training and Response Team (STaR) can provide technical assistance on this application. Request for assistance can be made by using the WebForm  [Request for Training and Assistance](http://www.ade.az.gov/schoolfinance/STaR/) available at <http://www.ade.az.gov/schoolfinance/STaR/>.

In addition to verifying your 12/01/06 special education counts, IDEA requires a count of **all** students enrolled in private schools within a **district's** boundaries and those that were homeschooled on 12/01/06. This figure will be used to calculate LEA entitlement allocations for FY 2009.

The 915 requests if applicable are due to School Finance by **Friday, November 23, 2007**.
Verification letters are due to ESS by **Friday, November 30, 2007**.

If you have any questions or concerns regarding this verification process, please contact me at (602) 364-4024 or peggy.staples@azed.gov.

cc: Teddy Dumlao, Director of Operations Support, School Finance
Dorothy Wodraska, Program Specialist, Juvenile Justice Services Division
DeAnna Rowe, Executive Director, Charter School Board
ESS Specialists
System Training and Response Team (STaR)
County Superintendents
County Jails